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ABSTRACT

This model provides guidelines for estimating the costs which will be incurred in the implementation of a career education program at all grade levels. The estimation of annual costs is outlined for programs in the areas of teacher inservice training, dropout prevention, counseling, career exploration (required and elective), and vocational education. The areas of adult education, career education, and job placement services are discussed. Costs for additional central office supervisory staff and a schedule for implementation of recommended programs are also touched on. (BP)

ED 097422

A Proposed Model Career Education System for the Public Schools

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May, 1973

(Note: All costs presented herein are estimated, and are in addition to presently budgeted expenditures)

Prepared by University Research Corporation
of Washington, D. C.

AE002 134

The Elementary Schools

General Objective: Career awareness in all subject areas at all grade levels.

Student Population - _____ (approx.)

No. of Teachers - _____ (approx.)

No. of Schools - ___

PROGRAM	ESTIMATED ANNUAL COSTS
1. Teacher In-Service Career Education Training Program	
Three days of workshops, including materials	$ _____
Organization and content of workshops to be developed cooperatively with teacher, industry, professional and community representatives. May be conducted on 1/2 day basis or 1 day basis during school year, before school year, etc.; by subject matter area or grade level.	
Theme: Think Careers. Basic materials to be developed from successful Exemplary Program for Occupational Preparation (E.P.O.P.) developed by the _____ Public School System.	
2. Drop-Out Prevention Education Services	$ _____
At any moment in time that a student begins to have difficulty in reading, writing or computational skills, he or she will be provided with special assistance. For this purpose, two additional classroom teacher aides are to be provided each school. Remedial education consultants are also to be provided for assisting in the updating of teacher techniques and training of aides. (2 aides per school at $3,000 ea. = $_____) Included in this budget item is $_____ for diagnostic, evaluative and remedial materials and supplies for teacher use, also, $_____ for consultive services.	

PROGRAM	ESTIMATED ANNUAL COSTS
3. Pupil Services Advisors (Counseling)	$ _____
a. For one Pupil Services Advisor in each elementary school, plus a Central Office Supervisor ($_____)	
b. In-Service Training Program - 3 days of workshops to be planned with staff and to include program of parental involvement developed by the E.P.O.P. program. ($_____)	
Total when all programs are operational	$ _____

Notes:

1. The _____ School Board staff will be submitting a recommended plan for improving and expanding its Special Education Program for exceptional children with emphasis on Career Education. As soon as the recommendations and estimated costs are available, they will be submitted for discussion to interested community groups.

2. Costs of scheduling of and arranging for field trips is included in budget for Division of Career Education and Job Placement Services.

Middle and Junior High Schools

General Objectives: Continuing Career awareness in all subjects and at all grade levels plus World of Work Career Exploration for all students in co-educational classes, shops, and Work Study programs.

Student Population - _____ (approx.)

No. of Teachers - _____ (approx.)

No. of Schools - ___

PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)
1. Required Career Exploration Program		
a. 6th Grade		
(1) Creative Arts Appreciation of and understanding of career opportunities in music, theater, dance and visual arts. Provision for 5 traveling teacher specialists in addition to present teachers	$ _____	
b. 7th, 8th and 9th Grades		
(Note: Any two of the following 3 one-year programs will be required; however, a student may elect to take a 3rd program. Approximately _____ students to be accommodated in these 3 programs per year. It is estimated that at least _____ students will not elect a third program.)		
(1) Home Economics Cluster Exploration of and "hands-on" activities in occupations dealing with personal services, child care, health, clothing, etc. as well as personal grooming, dress, health and homemaking		

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PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)
(a) New Equipment		$ _____
(b) Supplies - $_____		
(c) Special teacher training - $_____		
(d) 5 Traveling Health Careers Teachers - $_____	$ _____	

(2) World of Construction Program
Exploration of and "hands-on" activities in occupations dealing with building of homes, roads, dams, bridges, etc., including design, estimating, record keeping, personnel. Some 150 occupations are explored. $ _____

(a) New Equipment — $ _____
Conversion of present 34 woodworking shops, and creation of 15 new shops
(b) Supplies - $_____
(c) Special Teacher Training - $_____

(3) World of Manufacturing Program
Exploration of and "hands-on" activities in some 105 occupations dealing with basic concepts of management, personnel, and production techniques for creating finished goods in a plant or factory. Students design, research, engineer and produce many different products of varied materials using selected processes. $ _____

(a) New Equipment for __ shops — $ _____
(b) Supplies - $_____
(c) Special Teacher Training - $_____

2. Elective Career Exploration Programs (for approximately 1,100 students)

a. Work-study program for approximately ___ students @ $500 cost per student per teacher-coordinator $ _____

b. _____ Program for Over-Age Students
Special Career Exploration classes for over-age students based on drop-out prevention program. Special instructors for some ___ anticipated students $ _____

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PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)

c. Advanced Placement in Vocational Programs at 10th Grade Level

It is expected that some 200 students will qualify for such advanced placement. No additional costs involved except transportation which is budgeted for in the Division of Career Education and Job Placement Services. -0-

3. Teacher In-Service Career Education Training Program

Three days of workshops, including materials. Organization and content to be developed cooperatively with teacher, industry, professional and community representatives. $ _____

4. Drop-Out Prevention Educational Services

Two additional classroom teacher aides for each school @ $3,000 each $ _____

5. Counseling Services

Fifteen full-time clerks for Guidance Counselors so that the professional staff may devote all their time to guidance and counseling. Emphasis is on group counseling for all the students including career interest and aptitude testing, educational requirements of "job families," attitudes toward work, etc.

a. Full-time clerks - $_____
b. Special Counselor In-Service Training Workshops (3 days - to be planned in cooperation with industry, business, etc.) - $1,500
c. Test materials and services, etc. - $____ $ _____

Additional Industrial Arts Teachers

The ___ present junior high, middle school and senior high Industrial Arts teachers will receive special training as World of Construction and World of Manufacturing Teachers. Since there will be a need for ___ teachers for these 2 programs, it will be necessary to employ __ additional teachers when all shops are operational $ _____

Total when all programs are operational $ _____ $ _____

General Objectives:

1. Continuing Career Awareness and Career Exploration in all subject matter areas and grades

2. Skill Development for entry level jobs in business, industry and the professions (in "non-vocational" as well as vocational laboratories and shops, cooperative education programs, etc.) A minimum of 50% of students in 10th, 11th and 12th grades to be provided vocational education and training opportunities.

3. Academic Development for continuing education in post-secondary vocational-technical institutions, colleges and universities.

Student Population - _____ (approx.)

No. of Teachers - _____ (approx.)

No. of Sr. High Schools - _____

PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)
1. Elective Career Exploration Programs (14 schools)		
a. World of Power Mechanics (for approximately _____ students per year - can be taken at 10th, 11th or 12th grades)		
Exploration of and "hands-on" activities in occupations dealing with utilization of mechanical, gas, fluid and electrical power. Some 125 occupations are explored.		
(1) Capital Expenditures		$ _____
(2) Supplies - $ _____		
(3) Special Teacher Training - $ _____	$ _____	
b. Hospitality and Food Services (for approximately _____ students per year - can be taken at 10th, 11th or 12th grades in each of 14 high schools)		
Exploration of and "hands-on" activities in occupations dealing with hotel, motel, restaurant, recreational and institutional food services. Present Home Economics laboratory space to be utilized.		

PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)
(1) Special Teacher Training $_____	$ _____	

2. Elective Vocational Programs

a. Business Education (for approximately _____ students in ___ schools)

(1) Replacement and repair of equipment - $_____

(2) Supplies - $_____ $ _____

b. Distributive Education (for approximately _____ students)
Needed additional central office supervisory staff is provided for in another section of this report -0- -0-

c. Diversified Occupations

(1) For approximately ____ students requiring a special program involving employment of __ Coordinators $ _____

(2) For approximately ____ students to be employed part-time and during summer by the _____ School Board in various capacities as part of their vocational education. Estimated costs are for payment of hourly wages. $ _____

d. _____ Cooperative Program
For approximately ____ seniors in Advanced Placement Program in vocational and technical areas.

(1) ____ student tuitions @ $50
(2) One secretary @ $6,000 $ _____

e. Career Skills Center
For approximately _____ students attending one-half day in shifts of _____ each. A third shift in the evening for manpower training programs for approximately _____ adutls and drop-outs, compatible with the available equipment in the Center will be offered. Program offerings are to be at the secondary school level, and are to be decided upon by an advisory committee for the Center which shall be established with the assistance of the Metropolitan Area

PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)

Committee, and will include representation from _____ Junior College. Additional advisory committees for occupational clusters will be established, and all program offerings of this Center, other Centers, and the high school programs are to be carefully articulated with _____ Junior College offerings.

(1) Capital expenditures $ _____
(2) Annual operating expenses - $ _____
(3) Student travel between home schools and Center - $ _____ $ _____

f. Creative Arts Center

For approximately ____ students interested in career preparation for the performing and other arts, as well as other fields directly related. Programs will also be offered with cooperation of the Department of Recreation and other community organizations. Advisory committees to include representatives from local universities offering higher education programs in the creative arts.

(1) Capital expenditures $ _____
(2) Annual operating costs - $_____
(3) Student travel between home schools and Center - $ _____ $ _____

g. Hospitality and Food Services Center

A small operating motel to be acquired by School Board to provide training opportunities in the hotel, motel, restaurant and bakery occupations for approximately ____ students. Advisory committee for program to include _____ Junior College representatives to assure articulation and cooperation with _____ program in these fields.

(1) Capital expenditure of _____ dollars to purchase building less anticipated grant of $_____ from Economic Development Administration $ _____

PROGRAM	Annual Costs (Est.)	Capital Costs (Est.)
(2) Annual Operating expenses less anticipated income - $_____		
(3) Student transportation - $_____	$ _____	
3. Teacher In-Service Training Program (3 day workshop - content and organization to be developed in cooperation with teachers and industry representatives)	$ _____	
4. Drop-Out Prevention Education Services Two additional teacher aides for each high school @ $3,000	$ _____	
5. Counseling Services		
a. Computerized Career Guidance System (Leap-Frog Program) Terminals in all high schools. The _____ Research Institute research effort for the _____ School Board has readied a system whereby considerably detailed job, career and related information can be made available through the _____ _____ School Board computer services. Students can be quickly taught by counselors how to use the computer through the terminals to be made available in each high school. All terminals will be in the Counseling Center of each high school. Information provided by the computer relates job openings, aptitudes required, skill levels, etc., to students interests and capabilities - $ _____		$ _____
b. Full-time clerks for counselors - $ _____	$ _____	
Total when all programs are operational	$ _____	_____

Adult Education

Since all vocational programs now in _____ are to be transferred to the Career and Skill Development Center, it is recommended that the building be converted for use as the Adult Education Center of the _____ School Board. In addition to providing space for such adult continuing education programs as supervisory training programs, sales training programs and others now offered by the school system, Adult Basic Education programs would be offered. The many adults in need of basic education would be more willing to enroll in such courses if they are offered in an Adult Education Center such as recommended herein, than if they had to go to buildings used for elementary and/or secondary students.

Plans for the programs to be offered in the Adult Education Center are to be developed in close cooperation with industry, professions, business, labor and community representatives serving on an advisory committee, with officials of _____ Junior College, since the _____ School Board has no intention of offering post-secondary school programs. It is possible that the buidling might be jointly used by _____ and the Board.

No estimate of costs or program offerings is included until recommendations are forthcoming from the above-appointed committee.

Notes:

1. Vocational exploratory and skill development programs in the high schools as planned for in this report will accommodate _____ students as compared to the approximate _____ now being accommodated.

2. All Industrial Arts and Trade and Industry shops in the high schools will be discontinued, and space will be converted for use by the World of Work programs outlined above.

3. Trade and Industry and Industrial Arts teacher certification requirements need to be reformed by the State Department of Education.

4. Arrangements will be made with parochial schools to admit approximately ___ to ____ students in the several Career Center programs outlined above.

Division of Career Education and Job Placement Services

This new Division and its field staff will have primary responsibility for involving the community, business, industry, and professional resources and people in the task of enriching the school programs and in making Career Education a reality. Organizationally, its Director will report directly to the Deputy Superintendent or Assistant Superintendent for Curriculum.

Activities will include supportive services to teachers such as arranging for class visits to offices, plants, etc.--including arrangements for transportation obtaining industry, etc., speakers for schools and classes; helping organize advisory committees and providing staff services to the committees developing, publishing, and distributing special Career Education information news, ideas, etc., including available audio-visual and other instructional information.

This Division will have the responsibility for helping obtain part-time and summer employment for youth while in school and full-time employment for students leaving school, including establishment of records and follow-up programs. The Division will work closely with the Distributive Education, Business Education and other work-study and cooperative education coordinators in obtaining employment opportunities.

At the Central Office level, the Division will be responsible for developing and maintaining relationships with various community-wide organizations, such as the Employment Service and other government and private agencies concerned with education and human resources development. The Division will also provide or arrange for provision of staff services to industry-education advisory committees established in cooperation with the Metropolitan Area Committee and assist contral office subject matter and program supervisors in achieving close working relationships with their committees.

The Division will also pursue an active program to obtain summer employment for those teachers seeking industry and business experience related to their instructional programs.

Director	$ 15,000
__ Assistant Directors @ $14,000	_____
__ Secretaries @ $6,000	_____
__ District Office Coordinators @ $12,000	_____
__ District Office Secretaries @ $6,000	_____
Transportation Services for Field Trips	_____
Supplies, Materials, etc.	_____
	$_____

Additional Central Office

Supervisory Staff

Counseling		
1 Assistant Supervisor for Elementary School Programs	$14,000	
1 Secretary	6,000	$ 20,000
Business Education		
2 Assistant Supervisors @ $13,000	$26,000	
2 Secretaries @ 6,000	12,000	38,000
Distributive Education		
2 Assistant Supervisors @ $13,000	$26,000	
2 Secretaries @ $6,000	12,000	38,000
Home Economics		
2 Assistant Supervisors @ $13,000	$26,000	
2 Secretaries @ $6,000	12,000	38,000
Industrial Arts Education		
2 Assistant Supervisors @ $13,000	$26,000	
2 Secretaries @ $6,000	12,000	38,000
Vocational Education		
1 Director	$19,000	
1 Secretary	6,000	25,000
TOTAL		$197,000

Summary of Estimated Costs

Grade Levels and Divisons	Estimated Annual Operating Costs	Estimated Capital Expenditures
Elementary Schools	$ _____	
Middle and Junior High Schools	_____	$_____
Senior High Schools	_____	_____
Special Education	n/a	n/a
Adult Education	n/a	n/a
Division of Career Education and Job Placement Services	_____	
Aditional Central Office Supervisory Staff	_____	
TOTAL	$_____	$_____

Schedule for Implementation of Recommended Program

It is recommended that this report be implemented over a period of three years. This plan would then roughly call for an expenditure of approximately _____ million dollars per year for three years for buildings and equipment. Note: No estimates are included for Special Education and Adult Education programs. These estimates are to be included as soon as appropriate studies are completed.

The estimated _____ for annual operating expenses is based on costs at such time as the entire recommended program becomes operational. At this moment in time, it is not possible to estimate annual operating costs until the program is fully operational, but initial "start-up" activities will require employment of needed supervisory staff for planning purposes, appointment of advisory committees, and conduct of basic workshop training programs. Following is the estimated cost for the first year's activities, recommended for initiation in September, 1973:

Director of Career Education and Job-Placement Services, Assistant Director and One Secretary	$ 35,000
Additional Central Office Supervisory Staff and Secretaries	_____
Teacher In-Service Career Education Training Programs	_____
Dropout Prevention Educational Services	_____
Pupil Services Advisors (Counseling) and Computer-Based Guidance Information System (Leap Frog)	_____
	$_____

It should be noted that these are basically salary and training program expenditures which will remain constant each year, except for additional personnel in the Division of Career Education and Job Placement Services, and Central Office Supervisory staff.

Unless all or a substantial portion of the above-recommended funds are budgeted, it is suggested that supervisory staff and teachers not be asked to engage in any in-depth planning for implementing Career Education concepts, philosophies and practices except to enrich their instructional programs with "people-job" content as they may engage in Think Careers exercises in regular staff meetings with their subject matter and other supervisory staff. We believe that such exercises can help introduce Career Education into classrooms, shops and laboratories in the schools and help enrich instructional programs at all grades and grade levels.